

**Approval/Closing Checklist
Mutual Self-Help Housing**

_____ **Complete set of certified blueprints (plans)** - signed and dated by Homeowner and Sponsor. Sponsor should have at least 1 copy, Homeowner 1 copy and Rural Development 1 copy.

_____ **1924-25 Plan Certification.**

_____ **Final 1924-2, Description of Materials** – signed and dated by Homeowner. Form must be specific to each Homeowner's house.

_____ **Final Plot Plan** – to show elevations, easements, utilities, drainage, dwelling location, driveway, etc. Site grading should be clearly shown on plot plan.

_____ **Contracts/Proposals** - signed & dated by sub-contractors and Homeowner. Each Homeowner should have separate bid packet. Recommend getting a bid on all items over \$1,000.

_____Excavation	_____Foundation	_____Framing
_____Plumbing	_____Heating	_____Electrical
_____Lumber Package	_____Cabinets/countertops	_____
_____Carpet	_____	

_____ **Development Plan/Cost Breakdown** - signed and dated by Homeowner - to include all costs of construction, lot purchase, improvements, closing costs, fees and contingency. (Computer generated plan acceptable as long as it is titled the same and has same information as 1924-1, Development Plan).

_____ **Engineered Foundation Certification** (Architectural Technical Guide 0002). A soils test report will need to be completed for this certification.